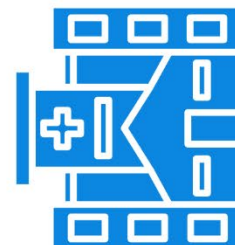


# CERTIFIED ECONOMIC DEVELOPMENT PROFESSIONAL OF BRITISH COLUMBIA CERTIFICATION MANUAL



Certified Economic  
Development  
Professional of  
British Columbia

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# 1. Introduction

The Certified Economic Development Professional of British Columbia (CEDP.BC) certification prioritizes evaluating practical skills over rigid educational requirements. This emphasis is crucial in the diverse, interdisciplinary community and economic development field. The National Occupation Classification classifies economic development officers under code 41402—business development officers, market researchers, and analysts. While this does not capture the role of economic development in its entirety, it will unlikely change until the profession gets enough certified professionals. The CEDP.BC is a step towards making that change.

The Certification aims to encompass a broad spectrum of industry-relevant practices, including community development, business development, traditional economic development, and any related professions that align with its framework. Participation in the certification process will be optional.

## 1.1 BCEDA – The Certifying Body

Since 1981, the British Columbia Economic Development Association (BCEDA) has been successfully operating as a non-profit professional development association for those involved in economic development throughout British Columbia. Over the years, BCEDA has witnessed the transformation of economic development into a comprehensive process encompassing various activities conducted at both the community and regional levels, as well as within the global arena. BCEDA consistently supports practitioners and community leaders in all aspects of economic development, from community economic development, business retention, international trade and investment, economic disaster recovery, and economic resiliency.

In establishing the Certified Economic Development Professional of British Columbia (CEDP.BC), BCEDA will help to overcome the gap in provincial certification programs that teach the importance of combining community development and traditional economic development and will:

- Assist communities in building economic capacity. Certification ensures that professionals serve communities with a discernible standard of expertise and knowledge.
- Establish a standard for ongoing professional development in this important community development role.
- Enhance recognition for economic development professionals by establishing a baseline credential for employment in the community and economic development sectors.
- Collaborate with existing certifying bodies nationally and internationally, including, but not limited to, CANDO (Council for the Advancement of Native Development Officers), EDAC (Economic Developers Association of Canada) and IEDC (International Economic Development Council), as a step towards national and international designations.

BCEDA's certification policies and procedures are guided by ISO 17024, the international standard for Personnel Certification Bodies. BCEDA will work towards ISO 17024 Accreditation to demonstrate its dedication to continual improvement and its ability to meet or exceed industry standards for certification services.

## 1.2 Why Certify

Certification through the BC CEDP.BC program stands as a crucial milestone in BC, validating the skills of community and economic development professionals and fostering recognition both within the industry and across municipalities. By demonstrating competence in training, experience, and ongoing education, individuals can elevate their expertise to a standard-setting level.

Currently, no Provincial legislation outlines the qualifications necessary for practitioners in community and economic development, leaving the profession unregulated. This lack of oversight permits anyone to identify as a community or economic developer. While this Certification does not equate to legislation, it plays a significant role in elevating professionalism within a role widely regarded as vital in every community.

Achieving professional status through the BC CEDP.BC certification sends a clear message: it underscores the importance of engaging recognized professionals in the community and economic development endeavours, including consultants frequently enlisted for strategic planning and other initiatives. This designation not only bestows recognition but also grants authority within the field, emphasizing the importance of hiring certified practitioners.

Over time, BCEDA has fielded numerous inquiries from local leaders regarding the absence of Certification for many economic development professionals. This certification program aims to address these concerns, further emphasizing the necessity of certified professionals in driving economic development at the local level.

## 1.3 Professional Competencies

While national or international certifications are valuable, they do not always reflect an understanding of the specific nuances associated with provincial certification. Provincial certification underscores your comprehension of BC Economic Developers' unique role in their communities, adherence to the Community Charter, and familiarity with distinctive BC programs that support economic development. The following professional competencies serve as the cornerstone for the BCEDA CEDP.BC program and its evaluation procedures.

1. **Strategic Planning:** Ability to contribute to creating an economic development strategy and implement plans that align with organizational objectives and address community needs.
2. **Understanding of Community Plans:** Ability to understand, contribute, and influence the local official community plans, land use and bylaws, ensuring that economic development efforts respect the community's wishes and regulations.
3. **Market and Real Estate Analysis:** The capacity to conduct market research and analysis to identify economic trends, opportunities, and challenges. This includes a fundamental understanding of real estate analysis, such as calculating lease rates and evaluating lease agreements.
4. **Business Attraction and Retention:** Skill in attracting new businesses to the community while retaining existing ones through effective communications and developing business support initiatives.
5. **Entrepreneurship Support:** Capability to foster entrepreneurship and small business development by providing resources, guidance, and networking opportunities.

6. **Workforce Development:** Expertise in collaborating with educational institutions and workforce agencies to address skills gaps and enhance workforce readiness.
7. **Infrastructure Development:** Understanding of infrastructure needs and the ability to provide input into infrastructure projects needed to support economic growth.
8. **Understanding of Provincial and Federal Policies around Economic Development:** An understanding of the Community Charter (or similar legislation) and the intent and federal policies around Indigenous and Local economic development.
9. **Understanding of Government Programs:** Knowledge of financial tools, incentives, and funding sources available for economic development projects.
10. **Community Engagement:** Skill in engaging stakeholders, including businesses, residents, nonprofits, and government agencies, to gather input and build consensus on economic development initiatives.
11. **Project Management:** Ability to manage economic development projects from inception to completion, including planning, budgeting, and stakeholder coordination.
12. **Policy Advocacy:** Advocacy for policies and regulations that support economic development goals and foster a favorable business environment.
13. **Sustainability and Resilience:** Considering environmental sustainability and community resilience in economic development planning and decision-making.
14. **Economic Reconciliation:** Consider the need to encourage and implement economic development programs that build mutually beneficial relationships between local and Indigenous Governments.
15. **Technology and Innovation:** Awareness of emerging technologies and innovation trends that can drive economic growth and competitiveness.
16. **Networking and Relationship Building:** Establishing and maintaining relationships with key stakeholders, including business leaders, government officials, and community organizations.
17. **Communication Skills:** Effective communication, both verbal and written, to convey economic development plans, opportunities, and outcomes to diverse audiences.
18. **Cultural Competency:** Sensitivity to cultural diversity and the ability to tailor economic development strategies to meet the unique needs of different communities.
19. **Ethics and Trust:** Demonstrates proactive self-management and initiative. Upholds the profession's code of ethics and serves the public interest with fairness and compassion. Ethically evaluates decisions and maintains inclusivity, confidentiality, and compliance with relevant legislation.

These competencies enable economic developers to drive sustainable economic growth, create job opportunities, improve community quality of life, and advance overall prosperity. Their expertise and dedication act as catalysts for positive change, enhancing their regions' economic vitality and well-being.

## 1.4 Certification Designation and Wordmark Usage Guidelines

The BC Certification program recognizes individuals who have attained full qualification to practice in the profession. Education, work experience, and a continuous commitment to advancing professionalism are essential to achieving this designation.

Upon Certification by BCEDA, individuals will receive a uniquely numbered certificate. They are then authorized to utilize the designation "Certified Economic Development Professional of British

Columbia" or "CEDP.BC" and/or the designated wordmark, adhering to established policies and maintaining good standing with the association.

Authorized usage of the CEDP.BC designation extends to various platforms, including business cards, personal letterhead, resumes, websites, and email signatures.

Any uncertified individuals, or those that allow their Certification to expire, or are not in good standing with dues may not employ the designations "Certified Economic Development Professional of British Columbia" or "CEDP.BC" or the designated wordmark.

Wordmark Guidelines:

- The designated wordmark is accessible to certified professionals to promote their status and show their endorsement of the program. It is available in both color and black/white in high and low-resolution digital files.
- Usage of the logo is unrestricted across stationary, business cards, and general communication platforms. However, the logo design may not be altered and must be appropriately scaled for usage.
- The logo is solely intended to signify an individual's CEDP.BC status or to promote the program itself. It may not be utilized to indicate that an employer is certified or endorsed by BCEDA.

## 1.5 Suspension, Revocation, and Cancellation of Certification

BCEDA reserves the right to revoke or suspend the Certification of an individual if any of the following apply:

- a) Provides false information during the application process
- b) Violates the BCEDA Code of Ethics (see Appendix B) or the Ethics of another professional organization
- c) Does not maintain Certification as per the listed requirements, including the required maintenance fee
- d) Allows BCEDA membership to expire

## 2. Certification Process

### 2.1 Criteria for Certification

The provincial accreditation process aims to evaluate a candidate's depth of experience and competence in the professional practice of community and economic development.

Certification is open to all professionals holding a valid BCEDA membership (individual or part of an organizational membership). Organizational membership will incur reduced certification and recertification fees.

Candidates seeking accreditation must demonstrate the following:

- I. A minimum of two years experience in community/economic development. (please see further explanation below (2.a))
- II. Application of technical competencies in their current employment role.
- III. Accumulation of a minimum of 40 certification points.
- IV. Completing the certification examination with a minimum score of 75 percent.
- V. Adherence to the Professional Code of Ethics (see Appendix B).

a) Experience

A minimum of two years of experience in community and economic development is required. If an applicant has a complimentary certification, this requirement can be shortened to one year. Please get in touch with BCEDA to see if an existing certification qualifies for this change.

As part of the application process, candidates must provide employer contact information or a record of employment. Additionally, the employer must endorse the application of professional competencies (see 1.3 for more information) on the candidate's application form (See Certification Application Form for details). Experience as a community economic development officer, Chamber of Commerce manager, Community Futures management, etc, can count towards experience. Please reach out to BCEDA to see if your experience will qualify.

## 2.2 BCEDA CEDP.BC Certification Criteria

A minimum of **45** points is required to apply to write the certification exam, including points earned by taking the required BCEDA course. BCEDA reserves the right to change what courses are mandatory. When writing this manual, the only mandatory course is the Economic Development Leadership Learning Exchange (formally the Western Economic Development Course). Points are accumulated as follows:

Education Source	Number of Points	Required Proof of Attendance
BCEDA Conferences (BC Economic Summit)	5 points each <ul style="list-style-type: none"> <li>Maximum of 15 points, attended in the past three years)</li> </ul>	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.
Provincial (BC only), National or International conferences in relevant sectors, including Planning, Chamber of Commerce, Community Futures, CANDO, and Tourism.	2 points each <ul style="list-style-type: none"> <li>maximum 10 points, attended in the past two years</li> </ul>	Proof of attendance is required, such as registration confirmation.  The candidate may request credit for conferences not listed by contacting the BCEDA office.
Post-secondary degrees (see: Appendix A: Eligible Post Secondary Degrees)	5 points	Proof of completion is required. For a list of relevant secondary degrees, contact BCEDA. See Appendix A.

EDAC Year One	5 points	Proof of completion from EDAC is required
EDAC Year Two	5 points	Proof of completion of Year One and Two from the organization is required.
CANDO, EDAC and IEDC, Certification	20 points	Proof of completion from the organization is required.
Provincial Certifications in Economic Development (i.e. SEDA, EDAM)	10 points	Proof of completion from the organization is required.
Certificate in Local Government Executive Management	7 points	Proof of completion from the organization is required.
Certificate in Local Government Administration or Local Government Statutory Administration	5 points	Proof of completion from the organization is required.
CANDO, EDAC and IEDC, Cooperatives First and other pre-approved Professional Development Seminars	2 points each <ul style="list-style-type: none"> <li>Maximum of 6 points, attended in the past three years</li> </ul>	Proof of completion from the organization is required. Contact BCEDA to determine if a seminar is recognized.
Economic Development Leadership Learning Exchange (formally the Western Economic Development Course)  (note this is a requirement)	10 points <ul style="list-style-type: none"> <li>Mandatory</li> </ul>	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.
BCEDA Special Professional Development Seminars	5 points each	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.
Years of paid employment in economic development	1 point per year <ul style="list-style-type: none"> <li>A minimum of two years of successive experience is required within the past five years. Maximum of 5 points.</li> </ul>	Employer contact information or a record of employment is required.
Volunteer participation in Economic Recovery Initiatives.	3 points	BCEDA maintains proof of participation unless volunteer effort was with another agency



		(i.e., IEDC, EDA, FEMA, etc). In those cases, proof of participation as a volunteer (not paid) will be required in writing.
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## 2.3 Initial Grandfathering for Certification

BCEDA recognizes that many individuals have invested significant time and resources into becoming certified by IEDC and EDAC. These are the only two certifications that BCEDA has recognized and encouraged over the years. As such, BCEDA agrees that existing EcDs and CEcDs will be allowed to receive the CEDP.BC with a minimum of difficulty. BCEDA will allow applications for Certification with no requirement for exams or other certification requirements from September 1, 2024, until May 12, 2025. A special application for "grandfathered" certifications is available (See Appendix D). An application fee of \$150 will apply.

Following the CEDP.BC designation, "grandfathered" CPED.BCs must meet BCEDA recertification requirements (see Section 4).

## 2.4 Application for Certification

Applications for the BCEDA CEDP.BC certification, along with the \$500 (plus GST) exam fee, must be received by BCEDA before the exam sitting. Current application deadlines will be posted on the application form and the [certification page](#).

Application forms are available online on the [certification page](#) or by contacting the [BCEDA office](#). All applications must be submitted and paid via the online page. If paying by cheque, it must be received before the exam date. BCEDA will notify each applicant by email of their eligibility to sit for the examination.

Applications will be reviewed by the BCEDA President and CEO or an assigned staff member based on criteria outlined in the Certification Policies. During the review process, applicants may be asked to provide further information. All requests for additional information will be communicated via email, and applications will be held pending until all requests are addressed to the satisfaction of BCEDA.

### If Your Application is Approved:

All approved applicants will receive notification of their application review status and exam instructions.

### If Your Application is Denied:

An application may be denied for various reasons, including incompleteness, ineligible, lack of recent professional experience (i.e., no work within the past 12 months or experience beyond the last five years), inclusion of irrelevant activities or experience, or absence of supporting documentation. Paying careful attention to detail during the application process outlined in this document will help avoid these issues.

If an application is denied, BCEDA will send a notification via email indicating the sections of the application where the minimum requirements were not met. Should you choose to reapply, you must complete a new application, pay the application submission fee again, and submit it by the next application deadline. One free revised application will be allowed. Please contact BCEDA for instructions on waiving your fee if you are submitting a second application for the same exam date.

## 2.5 Application Appeals

An applicant who receives notification of ineligibility has fourteen (14) calendar days from the date of notice to submit an appeal of the application decision. The appeal process allows the applicant to clarify or provide further explanation for any items that were disallowed or found not to meet requirements by the reviewers. It can also provide information that was missed in the original application.

Applicants may submit additional supporting information that reinforces what has already been submitted for consideration and provide any missing information.

BCEDA will appoint a manager on an annual basis. Appeals must be submitted in writing to the BCEDA office and include a cover letter addressed to the Certification Manager. Appeals will be accepted via [email](#).

It's important to note that appeals are not permitted for applications deemed ineligible due to misrepresented information. Applications containing fraudulent or willfully misrepresented qualifications will result in the permanent disqualification of the applicant and forfeiture of all fees paid.

The parties involved in the appeal process are strictly limited to the applicant, BCEDA staff, and the Certification Manager. Applicants should refrain from involving any other parties, including BCEDA Board Members, in writing letters of support, making telephone calls, or attempting to influence the appeal process in any way.

## 2.6 Cancelling Certification Exam Participation

To qualify for a full application fee refund, requests to cancel the Certification and examination must be submitted no later than thirty (30) calendar days before the exam date.

In acknowledgment of unforeseen circumstances, the BCEDA CEDP.BC program recognizes the following acceptable reasons for cancelling an exam registration within thirty (30) calendar days of the exam date:

- I. Serious illness or disabling injury affecting the candidate or an immediate family member.
- II. Death of an immediate family member (spouse, child, parent, etc.).
- III. Court appearance or jury duty.
- IV. Civil disobedience and acts of terrorism/war.
- V. Weather emergencies or declared disasters.
- VI. BCEDA cancels the exam for some reason (in this case, a full refund will be granted without a cancellation fee).

If a candidate fails to appear for a scheduled exam appointment for one of the reasons listed above, they must submit a written explanation to BCEDA within fourteen (14) calendar days following the scheduled exam date. This explanation must be supported by meaningful documentation; however, if the reason was due to number one or two above, BCEDA will not require the applicant to provide proof. If this information is incorrect, the applicant will be banned from applying again without refunding the application fees.

Upon review of the written request and accompanying documentation, approved requests will be refunded. Refunds are subject to a \$50 cancellation fee (no exceptions). BCEDA reserves the right to request further evidence to support the reason for failing to appear.

If a refund is granted, the candidate must re-register and pay the full exam fee for a future exam within their remaining eligibility period.

## 2.7 Test Scheduling

BCEDA will hold a minimum of one exam opportunity per year just prior to the BC Economic Summit. Notification will be provided within six months of the exam date. Additional dates may be made available at the sole discretion of BCEDA.

## 2.8 Certification Fees

Note the following fees are exclusive of GST.

- **Certification Fee:** BCEDA Members \$500  
Note: Non-members are not allowed for Certification
- **Maintenance of Certification Fees (every two years):** \$150  
Documentation must be provided by May 31 of each year. Failure to provide by this date will result in a \$50 penalty.
- **Examination Rescheduling Fee:** \$50 per occasion
- **Examination Rewrites** (within two years): \$100 per occasion
- **Acceptable forms of payment:** BCEDA will send an invoice with a payment link. We take Visa, Mastercard, or cheques. Cash is not accepted.
- **Grandfathered Certification Fee:** \$150 This is only available until May 12, 2025.

## 3. Certification Exam

The examination evaluates competence based on this manual's approved professional competencies (Section 1.3).

The exam changes every time it is administered, comprising multiple choice, true/false, fill-in-the-blanks, and scenario-based questions (written answers).

These inquiries are drawn from an annually enriched database of exam questions. Given its focus on measuring competency rather than academic prowess, the exam is graded simply as a Pass or Fail. Additionally, the exam is solely available in English, with no provision for translation into other languages.

Candidates must achieve a minimum score of 75% to pass the exam, with a maximum duration of three hours permitted for completion.

### 3.1 Preparing

The BCEDA examination assesses the competencies and knowledge of community and economic development professionals. It is not something that candidates can cram or prepare for at the last minute.

The questions align with the Professional Competencies outlined in Section 1.3 and are derived from the BCEDA Economic Development Leadership Learning Exchange (formerly Western Economic Development Course). This comprehensive program covers the different aspects of economic development in BC. Additional content for the exam will come from manuals available from BCEDA, as well as content commonly found in the normal practices, responsibilities, and foundations of economic development.

The exam may cover different aspects of economic development, including economic development structures, Business Retention and Expansion, Investment Attraction and Investment Readiness, Economic Reconciliation, Entrepreneurship, Province of BC and other government assistance programs and other key components of an economic development program. A complete list of the different components will be made available.

We strongly advise candidates to commence their preparation three to four months in advance and allocate dedicated time each week. Collaborating in study groups may also prove beneficial. BCEDA will hold a webinar in January on "preparing for the certification exam" each year.

Consider these tips before commencing the examination:

- i. Allocate sufficient time to answer all questions.
- ii. Start by answering the questions you are certain about before revisiting the remaining ones.
- iii. Endeavour to answer all questions, even if uncertain. A reasoned guess is preferable to leaving questions unanswered.
- iv. Trust your initial instincts when unsure of an answer; they are often more accurate.

### 3.2 Exam Dates

There will be a minimum of one exam per year linked to the BC Economic Summit. Additional dates may be added at BCEDA's discretion and are usually linked to events such as the Economic Development Leadership Learning Exchange, UBCM, etc.

### 3.3 Exam Day

Examination times will be available on the BCEDA [certification page](#) and communicated in the candidate's written acceptance of the application. Upon arrival, each examinee must present a valid picture ID, such as a driver's license.

We recommend arriving 30 minutes before the scheduled appointment to facilitate check-in procedures.

Upon arrival, you will check in with BCEDA representatives. You must sign the exam logbook upon entry and again when taking unscheduled breaks or upon exam completion. Entry to the exam center is strictly reserved for pre-registered candidates.

Candidates are prohibited from bringing any aid, including:

- Dictionaries
- Manuals, books and papers of any kind
- Any other materials deemed inappropriate by BCEDA staff

Cell phones, tablets, and computers must be given to BCEDA staff for safekeeping until the exam is completed. Candidates are welcome to provide a BCEDA representative number to family or the office to call in an emergency.

### 3.4 Exam Oversight, Grading, and Confidentiality

At least one approved proctor will oversee all exam sessions. Additionally, at least two qualified examiners will be assigned to assess specific sections of each exam. Examiners will be assigned to review the answers in the scenario section but may also be asked to review other sections. Following the marking process, candidates will receive immediate notification of their results via email or text, with a formal letter to follow. If a passing grade is achieved at an exam session before the BC Economic Summit, BCEDA reserves the right to announce it during the awards banquet or at another time at BCEDA's discretion. Proctors may include current or previously certified economic development professionals with over 10 years experience in the industry, with active participation on the past two years.

Candidates who do not achieve a passing grade will have the opportunity to discuss their results with a member of the Certification Exam Committee.

If a candidate wishes to appeal their examination results and/or the exam content, they must submit a written appeal to the Certification Exam Committee within ten (10) business days of receiving their exam results. The appeal should include reasons why the candidate disagrees with the examination outcome and/or its content.

The examination, answer sheets, worksheets, and any other test or test-related materials are the exclusive property of BCEDA. These materials are confidential and are not available for review by any individual or agency under any circumstances.

Examination results (pass/fail) are also confidential and will not be disclosed to anyone without the candidate's consent unless compelled by a valid and lawful subpoena or court order. If a candidate wishes for examination results to be released to a third party, they must submit a written request to BCEDA specifying the details (e.g., examination date, pass/fail status, etc.) that the third party should receive. A copy of the examination will never be shared outside of the exam location.

Candidates sitting for the examination must agree not to discuss, debrief, or disclose, in any manner, the specific content of examination questions and answers to anyone. They must also agree not to disclose who else was taking the exam at the same time.

Any violation of this agreement is considered a breach of the BCEDA Code of Ethics and may result in consequences outlined in the Certification Application/Renewal Agreement, including the potential revocation of credentials or permanent suspension from any BCEDA credential examinations.

### 3.5 Special Considerations

For the BCEDA CEDP.BC program, individuals with physical or cognitive impairments or limitations that hinder them from taking the exam under standard testing conditions may request special testing arrangements. These accommodations may include having a person read and/or mark the answer sheet, extended testing time, and/or providing a separate testing room.

Requests for special accommodations must be made at the time of exam registration. Due to the arrangements required to accommodate such requests, any submissions to BCEDA after the exam registration deadline cannot be accommodated.

When submitting the exam registration form, candidates should include a separate formal letter detailing the following:

- The candidate's disability or special need
- The adaptations requested by the candidate

Upon reviewing the requests, BCEDA will confirm any special arrangements or ask questions where clarification is needed. BCEDA reserves the right to ask for documentation; however, it is not something that will necessarily be done. BCEDA will strive to accommodate special requests whenever possible, except when they may alter the exam or its results or pose an undue burden on the association. There is no additional charge for special arrangements.

### 3.6 Retaking Exam

Candidates wishing to retake the exam due to cancellation or failure must inform BCEDA in writing (email) within two years of being notified of acceptance to sit for the examination.

Candidates requesting to retake the exam will have the following options:

- A rewrite fee of \$100 plus GST will apply if the exam is retaken within one year.
- Candidates must wait a minimum of 60 days before retaking the exam. The Certification Exam Committee will determine the timing and location of the retake.
- Candidates must take the next available examination, which may not necessarily contain the same questions as the previous exam.

Candidates who have not taken the examination within two years of receiving the notification of acceptance to sit for the examination will forfeit their eligibility and must reapply following the new applicant procedures, including payment of a new application fee.

### 3.7 Exam Irregularities

Any reported irregularities will be referred to the BCEDA for investigation and appropriate action. Proctors will address conduct such as:

- Using someone else to take the test.
- Failing to provide acceptable identification.
- Accessing or using prohibited aids.
- Creating disturbances.
- Communicating about the test with others.
- Attempting to remove materials from the testing room.
- Engaging in dishonest or unethical conduct.
- Penalties for such irregularities include:
  - Ineligibility to retake the CEDP.BC exam for at least two years.
  - Possible failing grade or "NS-not scored" designation.
  - The report of improprieties will be retained for at least five years.
  - Additional penalties as determined by the BCEDA.

Repeat offences result in a 10-year prohibition from retaking the exam.

### 3.8 Appealing Results of the Examination Violations

A respondent may contest a decision made by BCEDA regarding a violation by submitting a written appeal to the BCEDA Executive Committee within 10 business days of receiving the decision. The appeal should outline reasons for disagreement and may include additional relevant information. The Executive Committee will review the appeal alongside the BCEDA summary report. The Chair of BCEDA will contribute to the review process but will not vote. Any executive member with a close personal relationship with the respondent will be excluded from the discussion and decision. The Executive Committee may uphold or adjust the findings and sanctions. Their decision will be communicated within 5 business days and is final.

## 4. Maintenance of Certification

Maintaining Certification every two years is essential for the CEDP.BC designation, demonstrating ongoing training and leadership in community and economic development.

Certified practitioners must track activities in training, professional involvement, and community service. Details are available on the certification webpage.

Practitioners must submit a maintenance registration form every two years with at least 12 points. A \$50.00 (plus GST) penalty applies for late submissions.

### 4.1 Cancelling Certification

Individuals can cancel their Certification anytime by submitting a written and signed letter to the BCEDA office. Please note that no partial or full refunds will be issued for any fees associated with Certification or membership in the event of certification cancellation.

### 4.2 Ethical Violations

BCEDA will use the same review and enforcement policy for the certification program used for the BCEDA Code of Ethics. The decisions under this process are final and may include sanctions, dismissal of membership, or other penalties as determined by the Code of Ethics committee.

# Appendix A: Eligible Post-Secondary Degrees and Certificates

The BCEDA CEDP.BC Certification program recognizes the diverse educational backgrounds and expertise of professionals in community and economic development. As part of the certification process, candidates are awarded points based on their completion of relevant post-secondary degrees. These degrees provide candidates with the foundational knowledge and skills necessary to excel in the profession and contribute meaningfully to the economic growth and well-being of their communities.

The following list outlines the post-secondary degrees that are currently eligible for points towards the BCEDA CEDP.BC Certification program. We understand that individuals may hold degrees not included in this list, and we encourage candidates with such qualifications to reach out to us for further consideration. Our aim is to ensure that the certification program remains inclusive and reflective of the diverse educational backgrounds within the community and economic development field.

## Undergraduate Degrees

### 1. Economics

- Bachelor of Arts in Economics
- Bachelor of Arts in Economics

### 2. Business Administration

- Bachelor of Management and Organizational Studies (BMOS)
- Bachelor of Commerce

### 3. Public Administration

- Bachelor of Arts in Public Administration

### 4. Urban Planning

- Bachelor of Urban and Regional Planning
- Bachelor of Environmental Studies in Planning

### 5. Political Science

- Bachelor of Arts in Political Science
- Bachelor of Arts in Political Science

### 6. Sociology

- Bachelor of Arts in Sociology
- Bachelor of Arts in Sociology

### 7. Geography

- Bachelor of Science in Geography
- Bachelor of Arts in Geography



**8. Environmental Studies**

- Bachelor in Environmental Studies
- Bachelor of Science in Environmental Science

**9. International Relations**

- Bachelor of Global and International Studies
- Bachelor of Arts in International Relations

**10. Development Studies**

- Bachelor of Arts in International Development Studies
- Bachelor of Arts in Development Studies

**Graduate Degrees**

**1. Master of Business Administration (MBA)**

**2. Master of Public Administration (MPA)**

**3. Master of Public Policy (MPP)**

**4. Master of Urban Planning (MUP)**

- Master of Science in Planning
- Master of Urban Planning

**5. Master of Science in Economics**

- Master of Arts in Economics
- Master of Arts in Economics

**6. Master of Development Studies**

- Master of Arts in Development Studies
- Master of Development Economics

**7. Master of International Development**

- Master of Development Practice
- Master of Arts in Globalization and International Development

**8. Master of Regional Planning**

- Master of Community and Regional Planning
- Master of Urban and Regional Planning

**9. Master of Environmental Management**

- Master of Resource Management
- Master of Environmental Studies

**10. Master of Community and Economic Development**

- Master of Economic Development and Innovation

**Specialized Programs**

**1. Master of Sustainable Development**

- Master of Climate Change

**2. Master of Social Impact**

- Master of Environment and Business

**3. Master of International Affairs**

- Master of International Affairs

**4. Master of Nonprofit Management**

- Master of Community Development

**5. Master of Social Work (with a focus on community development)**

- Master of Social Work

**6. Master of Environmental Policy**

- Master of Arts in Environmental Policy

**7. Master of Real Estate Development**

- Master of Engineering Leadership in Urban Systems

**Doctoral Degrees**

**1. Ph.D. in Economics**

- Ph.D. in Economics
- Ph.D. in Economics

**2. Ph.D. in Public Policy**

- Ph.D. in Public Policy
- Ph.D. in Public Policy

**3. Ph.D. in Urban Planning**

- Ph.D. in Planning
- Ph.D. in Urban Planning

**4. Ph.D. in Development Studies**

- Ph.D. in International Development

**5. Ph.D. in Sociology (with a focus on economic development)**

- Ph.D. in Sociology

6. **Ph.D. in Geography (with a focus on economic development)**
  - Ph.D. in Geography

#### **Professional Certificates**

1. **Certificate in Economic Development**
  - Economic Development Program
2. **Certificate in Urban and Regional Planning**
  - Certificate in Urban and Regional Planning
3. **Certificate in Public Policy**
  - Certificate in Public Policy Analysis
4. **Certificate in Sustainable Development**
  - Certificate in Sustainable Development
5. **Certificate in Nonprofit Management**
  - Certificate in Nonprofit and Voluntary Sector Management
6. **Certificate in Social Impact**
  - Social Impact Certificate
7. **Certificate in Strategic Planning**
  - Strategic Planning Professional (SPP)
8. **Certificate in Professional Management**
  - Economic Development (UoC)

## Appendix B: BCEDA Code of Ethics and Oversight



# **Policies and Procedures for BCEDA Code of Ethics Enforcement**

**Effective July 31, 2024**

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## Introduction

In 2012, BCEDA implemented a Code of Ethics to underscore our economic development profession's dedication to upholding the highest standards of professional behavior and integrity. This code serves as a valuable tool for economic development practitioners to cultivate ethical work environments within their organizations while tackling economic challenges in their communities.

In addition, the BCEDA Board of Directors endorsed a Bullying and Harassment Policy, governing staff members and non-members at BCEDA Events. BCEDA members are expected to adhere to these policies and regulations outlined in the Workers Compensation Act and other relevant Federal, Provincial, Indigenous and Local government mandates.

The same process for infractions of the PEDC.BC Certification will be managed through the same process contained within this Policy and Procedure Manual.

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The development of the original enforcement policy was developed in consultation with legal advise from Barry Penner, KC and a former Attorney General of BC. This document has been updated in June 2024 just to update wording.

This document outlines the procedures and policies governing the implementation of the BCEDA Code of Ethics and the BCEDA Bullying and Harassment Policy. These guidelines apply to all BCEDA members, including the Board of Directors, as well as non-members participating in BCEDA Events and the PCED.BC Certification program.

These policies and procedures establish a framework for addressing complaints regarding ethical breaches and assessing whether a member has violated the Code. They ensure that members under investigation (referred to as the "respondent") are afforded a fair and thorough hearing throughout the proceedings.

The Committee on Professional Conduct (CPC) serves as the primary body responsible for investigating alleged violations and determining appropriate sanctions, if necessary. Appeals of CPC decisions can be made to the BCEDA Executive Committee, whose rulings are final.

Alleged violations and sanctions will primarily undergo peer-review, with staff assistance provided to the committee as required.

## BCEDA Code of Ethics

Adopted September 12, 2012 by the BCEDA Board of Directors and modified September, 2015.

The British Columbia Economic Development Association has formulated the following code of ethics to uphold a high standard of ethics among individuals engaged in economic development.

1. Professional economic developers shall carry out their responsibilities in a manner which brings respect to the profession, the economic developer and the economic developer's constituencies.
2. Professional economic developers shall practice with integrity, honesty and adherence to the trust placed in them both in fact and in appearance.
3. Professional economic developers will hold themselves free of any interest, influence, or relationship in respect to any professional activity when dealing with clients which could impair professional judgement or objectivity or which in the reasonable view of the observer, has that effect.
4. Professional economic developers shall be mindful that they are representatives of the community and need to represent the overall community interest.
5. Professional economic developers shall keep the community, elected officials, boards and other stakeholders informed about the progress and efforts of the area's economic development program.
6. Professional economic developers shall maintain in confidence the affairs of any client, colleague or organization and shall not disclose confidential information obtained in the course of professional activities.
7. Professional economic developers shall openly share information with the governing body according to protocols established by that body. Such protocols shall be disclosed to clients and the public.
8. Professional economic developers shall cooperate with peers to the betterment of economic development technique, ability, and practice, and strive to perfect themselves in their professional abilities through training and educational opportunities.
9. Professional economic developers shall assure that all economic development activities are conducted with equality of opportunity for all segments of the community without regard to race, religion, sex, sexual orientation, ethnic or national origin, political affiliation, disability, age, marital status, or socioeconomic status.
10. Professional economic developers shall abide by the principles established in this code and comply with the rules of professional conduct as promulgated by BCEDA.
11. Professional economic developers and anyone else participating in BCEDA events and programs shall abide by the BCEDA Bullying, Harassment and Sexual Harassment Policy as described in Appendix A.



## **Committee on Professional Conduct**

The Committee on Professional Conduct (CPC) will be the primary body for reviewing and investigating complaints, and determining sanctions if allegations are proven. The CPC is to be appointed annually by the Chair of the BCEDA Board, and is to be comprised of a minimum of three (3) people, at least two of whom must be members of the association.

The Nominating Committee of the BCEDA Board will nominate a Chair for the CPC from amongst the people appointed to the CPC, but ultimately the election of the CPC Chair will be made by the members of the CPC.

### **Goal**

The CPC will review complaints, conduct thorough investigations into allegations, and decide on sanctions if the accusations are substantiated, following the guidelines set forth in this manual. BCEDA staff will provide assistance as required throughout the process.

### **Reporting**

During the investigation process, the CPC will communicate regularly with the BCEDA Executive Committee, with the CPC Chair offering updates upon request during Executive and Board meetings. Updates may be presented in person, via teleconference, or in writing. Within 7 days of a decision, the CPC will furnish the Executive Committee with written explanations detailing their findings and any sanctions imposed. The CPC will strive to adhere to the policies and procedures outlined in this manual, prioritizing prompt resolution of complaints, maintaining confidentiality to the extent possible, and considering the circumstances of each case for the benefit of all parties involved and the public interest.

### **Meetings**

The CPC may convene quarterly meetings, as determined by the CPC Chair, to review policies or address ongoing and new cases. Additional meetings may be arranged for case reviews, hearings, or investigations as required. However, if no complaints are received in a quarter, a meeting may not be necessary. The CPC Chair will strive to provide at least 10 days' notice for meetings, and BCEDA staff will distribute materials to CPC members at least one week before each meeting.

### **Confidentiality Agreement**

CPC members commit to safeguarding the confidentiality of individuals and organizations involved in alleged ethical violations, in line with their committee responsibilities. Each member will sign a confidentiality agreement affirming this commitment.

## **Reporting an Alleged Ethical Violation**

Alleged violations can be reported to BCEDA through various channels, including contacting a board member, the board chair, President and CEO, or the Chair of the Committee on Professional Conduct (CPC). Complaints may also be initiated by the CPC itself or at the request of the board chair or President and CEO based on information they receive. Written complaints with supporting documentation are encouraged, ensuring a thorough description of the allegation. BCEDA ensures the confidentiality of the review process and maintains the anonymity of the complainant. While anonymous complaints are accepted, anonymous testimony is not permitted during the detailed

review phase.

## **Review Process for Alleged Violation**

Upon receipt of a complaint, BCEDA will follow a multi-step process involving the review of the case and, if the complaint is substantiated, determining suitable sanctions, if any. Both the respondent(s) and complainant(s) will be involved in each step of the review process. The steps include:

- Step I: Due Diligence
- Step II: Initial Review of Complaint
- Step III: Detailed Review of Complaint

The Chair of the CPC may grant an extension to any deadline established by these procedures upon request from any involved party, considering the objective of promptly resolving complaints.

### **Step I: Due Diligence – Information Gathering**

Upon receipt of a complaint, BCEDA staff will ensure that adequate information is provided for the Committee on Professional Conduct (CPC) to review and investigate the case. The information review will be completed within 10 business days, and materials will be provided to the CPC. If additional information or documentation is required to proceed, BCEDA may contact the complainant(s) to request it, either before or during the CPC's review process.

### **Step II: Initial Review of the Complaint**

The CPC will conduct an initial review of the complaint's information to determine:

1. Whether the alleged conduct, if true, violates the Code of Ethics or the Bullying and Harassment Policy.
2. Whether sufficient information and details have been provided to merit a full review.

#### Conditions Met

If the CPC determines that BOTH conditions are met, the Chair of the CPC will notify the respondent(s) within 10 business days that a complaint has been lodged against them. They will also provide a written summary of the complaint, specify which tenets of the code may have been breached, and notify the respondent(s) that a detailed review will be conducted. The respondent(s) will have 10 business days to respond to the complaint and an additional 10 business days to provide documentation to the CPC.

If the respondent(s) admit to the violation(s) in their initial response or if the CPC confirms that the respondent(s) have been found guilty in a court of law regarding the same incident, a detailed review will not be conducted. The CPC will then determine sanctions based on all available information.

If the respondent(s) do not admit to the violation(s) in their initial response, the Chair of the CPC will appoint a Fact-Finding Committee (FFC) within 10 business days. This committee will consist

of two CPC members and be supported by BCEDA senior staff. Further details about the FFC are provided in the next section.

If the CDC feels that the conditions have been met, they may immediately implement sanction that will be considered temporary until the final stage of the recommendations. This temporary recommendation is not subject to board approval and is done to protect both parties. However, the CPC must inform the board of any immediate steps taken.

#### Conditions Not Met

If either of the conditions described above is not met, the CPC will communicate with the complainant(s) to inform them that, based on the information provided, the CPC cannot determine that the Code of Ethics has been violated. The case will not be further reviewed unless additional relevant information is submitted. The complainant(s) will have 10 business days to respond with additional information, or the case will be closed.

### **Step III: Detailed Review of the Complaint**

The Fact-Finding Committee (FFC) will conduct a detailed review of the complaint and information provided by both parties. This review will consist of three parts:

1. **Fact Finding:** The FFC will investigate the complaint by reviewing information from both parties, interviewing them and additional witnesses at the FFC's discretion, and gathering other relevant information. The FFC will maintain detailed notes and may request statements from both parties. Within 45 days, the FFC will prepare a report with its findings and recommendations. Extensions may be granted by the CPC Chair, if requested.
2. **Review by CPC:** The remaining CPC members will promptly review the FFC's report. If they determine that a violation has occurred, they will decide on the appropriate sanction(s). The respondent(s) will be notified in writing of the violation(s) found, the intended sanctions, and will have 10 business days to provide additional information or request a hearing.

If additional information is submitted, the CPC will review it and inform the respondent(s) if the decision or sanctions are altered. The respondent(s) will also have 10 business days to request a hearing, or the CPC's decision will be final. If a hearing is requested, the CPC will conduct it according to the procedures outlined in this manual.

3. **Hearings:** Upon receiving a hearing request, the CPC will schedule a hearing date with at least 10 business days' notice for both parties to prepare. The FFC members will present the case, and the remaining CPC members will hear it. The respondent(s) have rights during the hearing, including the ability to present evidence, cross-examine witnesses, and call witnesses. The CPC will make a decision on the violation(s) and sanctions within 5 business days of the hearing's completion. If a violation is found, the respondent(s) will have 10 business days to appeal.

The CPC will submit a Summary Report to the BCEDA Executive Committee within 5 business days of completing the review process, detailing the process, findings, and sanctions. The Fact-Finding report may also be attached to this summary report.

## Sanctions

No sanctions, except for those defined in Step II above, will go into effect until a decision of the CPC becomes final and any appeal is considered and decided.

When determining the sanction(s) to be imposed, several factors may be taken into account, including the nature of the violation, prior violations by the respondent, harm caused to individuals or the public interest, intentionality, mitigating circumstances, and other relevant factors. The following sanctions may be imposed individually or in combination:

1. **Private Censure:** The CPC issues a letter to the violator(s) stating the violation of the BCEDA Code of Ethics and advising that repeated misconduct may result in more severe sanctions. The CPC may inform the complainant(s) and, if applicable, relevant certification organizations.
2. **Public Censure:** The CPC notifies the violator(s), their employer(s), and the complainant(s) of the violation and any sanctions imposed. Notice may also be shared with BCEDA membership through newsletters.
3. **Suspension of Membership:** The violator's BCEDA membership privileges are temporarily suspended, barring them from participating in BCEDA events for a specified period.
4. **Termination of BCEDA Membership / Certification Cancellation / Removal from BCEDA Board:** The violator's BCEDA membership is terminated, they are barred from BCEDA events, and their certification may be canceled.
5. The CPC will report on cases and sanctions in the BCEDA newsletter, with efforts made to maintain confidentiality. Exceptions apply in the case of pending legal proceedings.
6. **Termination of BCEDA Membership / Cancellation of Certifications / Removal from BCEDA Board of Directors –** The violator will be prohibited from being a member of the BCEDA and participation in BCEDA events will not be permitted. While the employer(s) can continue to be a member of BCEDA, the violator(s) will be barred from participation in any BCEDA events. If the violator(s) are PEDC.BC certified by BCEDA they may lose this certification. Cancellation of CEcD or Ec.D, CANDO Certification is at the sole discretion of both IEDC and EDAC as are the certifications of any other certifying body.

The CPC will regularly report on the number of cases filed with BCEDA and types of sanctions in the BCEDA newsletter. Reasonable efforts will be made to keep the identity of the respondent(s) and organization(s) involved in the case confidential, consistent with the policies and procedures set out herein.

### Exceptions:

Provided that the affected member or event participant promptly brings the circumstance to the attention of the CPC and provides updates as required, no private or public censure will be carried out against a violator in the event of a pending civil or administrative proceeding, or criminal investigation or prosecution against the violator arising from the same circumstances. Publication of any such decision will be held in abeyance pending the closure of the other pending proceeding or investigation.

## **Appeals Process**

A respondent may appeal a CPC finding by submitting a written appeal to the BCEDA Executive Committee within 10 business days. The Executive Committee will review the appeal, and their decision will be final.

## **Conflict of Interest**

In case of a conflict of interest, involved members will recuse themselves. If a complaint involves a CPC or Executive Committee member, they will not participate in the review. Additional board members may be appointed at the discretion of the BCEDA Board Chair or CPC Chair.

## **Appendix A: BCEDA Bullying, Harassment and Sexual Harassment Policy**

### **1. Workplace conduct**

Bullying, harassment and sexual harassment is not acceptable or tolerated in this workplace or at BCEDA events. All workers, delegates, speakers, etc, will be treated in a fair and respectful manner.

### **2. Bullying and harassment**

In this document (Policies and Procedures for BCEDA Code of Ethics Enforcement), bullying and/or harassment means:

- (a) any inappropriate conduct or comment, including sexual harassment, by a person towards a worker, delegate, speaker, etc, that the person knew or reasonably ought to have known would cause that person or others to feel humiliated or intimidated, and includes verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Sexual harassment includes actions such as pinching, patting, rubbing or leering, telling or forwarding dirty jokes, displaying pornographic materials, making suggestive comments, innuendo, and requests or demands of a sexual nature. The behaviour need not be intentional in order to be considered sexual harassment.

### **3. Workers/Delegates and Other participants in BCEDA Events must:**

- not engage in the bullying and harassment of other workers, delegates or others involved in BCEDA Events
- report if bullying and harassment is observed or experienced
- apply and comply with the BCEDA policies and procedures on bullying and harassment

### **4. Application**

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It also applies to delegates, speakers and others attending BCEDA events. It applies to interpersonal and electronic communications, such as email.

### **5. Annual review**

This policy statement will be reviewed periodically. A copy of this policy shall be posted on the BCEDA website and on event registrations.

## Appendix C: Application and Payment Form



## CEDP.BC CERTIFICATION APPLICATION

### Applicant Information

Name: \_\_\_\_\_  
*Last* *First*

Home Address: \_\_\_\_\_  
*Address* *City* *Province* *Postal Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send correspondence to: ☐ Home ☐ Employer **BCEDA Member:** ☐ Yes ☐ No  
*Required for certification*

### Employment Information

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Address* *City* *Province* *Postal Code*

Contact Name: \_\_\_\_\_  
*Last name* *First name* *Phone*

If employment term is less than two years, please provide additional employment information below.

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Address* *City* *Province* *Postal Code*

Contact Name: \_\_\_\_\_  
*Last name* *First name* *Phone*

Employment Term: \_\_\_\_\_  
*From* *To*

### Payment Information

Application fee is \$500.00 + GST

Payment Method: ☐ Cheque ☐ Credit Card ☐ Bank Transfer/EFT

Credit Card Information: \_\_\_\_\_  
*Number* *Expiry MM/YY* *CVV*

Cardholder Name: \_\_\_\_\_  
*Last name* *First name*

Please see the BCEDA CEDP.BC Certification Manual for complete details on applying for CEDP.BC Certification.

**CANCELLATION POLICY:** A refund, less a \$50 processing fee, will be made for cancellation requests received in writing 30 days prior to the examination sitting. No refunds will be issued within 30 days directly preceding the examination.

**DECLINED APPLICATIONS:** No refunds will be issued to applicants deemed ineligible to write the examination. The fee will be held on file for 24 months, to apply to a future application.

**CANDIDATES FAILING THE EXAMINATION:** No refunds will be issued.

**Mail application and fees to: BCEDA, 104 – 144 Power Street, Penticton, BC V2A 5W9**





## Certification Points

A minimum of 45 points is required to apply to write the certification exam.

Source of Points	Supporting Materials	Points Earned
	Employer contact information or a record of employment is required.	
BCEDA Conferences (BC Economic Summit) 5 points each. Maximum of 15 points attended in the past three years.	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.	
BCEDA Economic Development Leadership Learning Exchange <b>(REQUIRED)</b> 10 points.	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.	
Provincial (BC only), National or International conferences in relevant sectors, including Planning, Chamber of Commerce, Community Futures, CANDO, and Tourism 2 points each. Maximum 10 points attended in the past two years.	Proof of attendance is required, such as registration confirmation. The candidate may request credit for conferences not listed by contacting the BCEDA office.	
Post-secondary Degrees (see Appendix A: Eligible Post Secondary Degrees) 5 points.	Proof of completion is required.	
CANDO, EDAC and IEDC Certification 20 points.	Proof of completion from the organization is required.	
Provincial Certifications in Economic Development (i.e. SEDA, EDAM) 20 points.	Proof of completion from the organization is required.	
Certificate in Local Government Executive Management 7 points.	Proof of completion from the organization is required.	
Certificate in Local Government Administration or Local Government Statutory Administration 5 points.	Proof of completion from the organization is required.	
CANDO, EDAC and IEDC, Cooperatives First and other pre-approved Professional Development Seminars Maximum of 6 points attended in the past three years.	Contact BCEDA to determine if seminar is recognized.	
BCEDA Special Professional Development Seminars 5 points each.	BCEDA Maintains proof of attendance. No information is required from the applicant unless requested.	
Volunteer participation in Economic Recovery Initiatives. 3 points.	BCEDA maintains proof of participation unless volunteer effort was with another agency (i.e., IEDC, EDA, FEMA, etc). In those cases, proof of participation as a volunteer (not paid) will be required in writing.	
<b>TOTAL POINTS</b>		



## Professional Competencies

Please describe how you are applying the following professional competencies in your current employment position.

<b>Strategic Planning:</b> Ability to contribute to the creation of an economic development strategy and to implement plans that align with organizational objectives and address community needs.	
<b>Understanding of Community Plans:</b> Ability to understand, contribute, and influence the local official community plans, land use and bylaws, ensuring that economic development efforts respect the community's wishes and regulations.	
<b>Market and Real Estate Analysis:</b> The capacity to conduct market research and analysis to identify economic trends, opportunities, and challenges. This includes a fundamental understanding of real estate analysis, such as calculating lease rates and evaluating lease agreements.	
<b>Business Attraction and Retention:</b> Skill in attracting new businesses to the community while retaining existing ones through effective communications and the development of business support initiatives.	
<b>Entrepreneurship Support:</b> Capability to foster entrepreneurship and small business development by providing resources, guidance, and networking opportunities.	
<b>Workforce Development:</b> Expertise in collaborating with educational institutions and workforce agencies to address skills gaps and enhance workforce readiness.	
<b>Infrastructure Development:</b> Understanding of infrastructure needs and the ability to provide input into infrastructure projects needed to support economic growth.	
<b>Understanding of Provincial and Federal Policies around Economic Development:</b> An understanding of the Community Charter (or similar legislation) and the intent, and federal policies around Indigenous and local economic development.	
<b>Understanding of Government Programs:</b> Knowledge of financial tools, incentives, and funding sources available for economic development projects.	
<b>Community Engagement:</b> Skill in engaging stakeholders, including businesses, residents, nonprofits, and government agencies, to gather input and build consensus on economic development initiatives.	
<b>Project Management:</b> Ability to manage economic development projects from inception to completion, including planning, budgeting, and stakeholder coordination.	
<b>Policy Advocacy:</b> Advocacy for policies and regulations that support economic development goals and foster a favorable business environment.	
<b>Sustainability and Resilience:</b> Consideration of environmental sustainability and community resilience in economic development planning and decision-making.	
<b>Economic Reconciliation:</b> Consideration of the need to encourage and implement economic development programs that build mutually beneficial relationships between local and Indigenous Governments.	
<b>Technology and Innovation:</b> Awareness of emerging technologies and innovation trends that can drive economic growth and competitiveness.	
<b>Networking and Relationship Building:</b> Establishment and maintenance of relationships with key stakeholders, including business leaders, government officials, and community organizations.	
<b>Communication Skills:</b> Effective communication, both verbal and written, to convey economic development plans, opportunities, and outcomes to diverse audiences.	
<b>Cultural Competency:</b> Sensitivity to cultural diversity and the ability to tailor economic development strategies to meet the unique needs of different communities.	



**Ethics and Trust:** Demonstrates proactive self-management and initiative. Upholds the profession's code of ethics and serves the public interest with fairness and compassion. Ethically evaluates decisions and maintains inclusivity, confidentiality, and compliance with relevant legislation.

**Signature of Employer required.**

The undersigned attests that \_\_\_\_\_ applies these competencies, as outlined in  
*Name of applicant*  
their current position.

Employer Name: \_\_\_\_\_  
*Last name* *First name* *Phone*  
\_\_\_\_\_  
*Job Title* *Date:*

**Professional Code of Ethics**

1. Professional economic developers shall carry out their responsibilities in a manner which brings respect to the profession, the economic developer and the economic developer's constituencies.
2. Professional economic developers shall practice with integrity, honesty and adherence to the trust placed in them both in fact and in appearance.
3. Professional economic developers will hold themselves free of any interest, influence, or relationship in respect to any professional activity when dealing with clients which could impair professional judgement or objectivity or which in the reasonable view of the observer, has that effect.
4. Professional economic developers shall be mindful that they are representatives of the community and need to represent the overall community interest.
5. Professional economic developers shall keep the community, elected officials, boards and other stakeholders informed about the progress and efforts of the area's economic development program.
6. Professional economic developers shall maintain in confidence the affairs of any client, colleague or organization and shall not disclose confidential information obtained in the course of professional activities.
7. Professional economic developers shall openly share information with the governing body according to protocols established by that body. Such protocols shall be disclosed to clients and the public.
8. Professional economic developers shall cooperate with peers to the betterment of economic development technique, ability, and practice, and to strive to perfect themselves in their professional abilities through training and educational opportunities.
9. Professional economic developers shall assure that all economic development activities are conducted with equality of opportunity for all segments of the community without regard to race, religion, sex, sexual orientation, ethnic or national origin, political affiliation, disability, age, marital status, or socioeconomic status.
10. Professional economic developers shall abide by the principles established in this code and comply with the rules of professional conduct as promulgated by BCEDA.
11. Professional economic developers and anyone else participating in BCEDA events and programs shall abide by the BCEDA Bullying, Harassment and Sexual Harassment Policy as described in Appendix A of the BCEDA Code of Ethics and Violations Policy Manual.

*I agree to uphold the Professional Code of Ethics as stated above and to comply with BCEDA Certification Policies.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In alignment with the Professional Code of Ethics, I agree not to discuss, debrief, or disclose, in any manner, the specific content of examination questions and answers to anyone*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix D: Grandfather Application and Payment Form



## CEDP.BC CERTIFICATION GRANDFATHERED APPLICATION

### Applicant Information

Name: \_\_\_\_\_  
Last First

Home Address: \_\_\_\_\_  
Address City Province Postal Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please send correspondence to: ☐ Home ☐ Employer **BCEDA Member:** ☐ Yes ☐ No  
Required for certification

Current level of certification: ☐ Ec.D. ☐ CEcD

### Employment Information

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City Province Postal Code

Contact Name: \_\_\_\_\_  
Last name First name Phone

If employment term is less than two years, please provide additional employment information below.

Employer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Address City Province Postal Code

Contact Name: \_\_\_\_\_  
Last name First name Phone

Employment Term: \_\_\_\_\_  
From To

### Payment Information

Grandfathered Application fee is \$150.00 + GST

Payment Method: ☐ Cheque ☐ Credit Card ☐ Bank Transfer/EFT

Credit Card Information: \_\_\_\_\_  
Number Expiry MM/YY CVV

Cardholder Name: \_\_\_\_\_  
Last name First name

**Please see the BCEDA CEDP.BC Certification Manual for complete details on applying for CEDP.BC Grandfathered Certification.**

BCEDA will allow applications from existing EcDs and CEcDs for Certification with no requirement for exams or other certification requirements from **September 1, 2024, until May 12, 2025**. Following the CEDP.BC designation, "grandfathered" CPED.BCs must meet BCEDA recertification requirements (see Section 4).



**CANCELLATION POLICY:** A refund, less a \$50 processing fee, will be made for cancellation requests received in writing 30 days prior to the examination sitting. No refunds will be issued within 30 days directly preceding the examination.

**DECLINED APPLICATIONS:** No refunds will be issued to applicants deemed ineligible to write the examination. The fee will be held on file for 24 months, to apply to a future application.

**Mail application and fees to: BCEDA, 104 – 144 Power Street, Penticton, BC V2A 5W9**

### Professional Code of Ethics

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2. Professional economic developers shall practice with integrity, honesty and adherence to the trust placed in them both in fact and in appearance.
3. Professional economic developers will hold themselves free of any interest, influence, or relationship in respect to any professional activity when dealing with clients which could impair professional judgement or objectivity or which in the reasonable view of the observer, has that effect.
4. Professional economic developers shall be mindful that they are representatives of the community and need to represent the overall community interest.
5. Professional economic developers shall keep the community, elected officials, boards and other stakeholders informed about the progress and efforts of the area's economic development program.
6. Professional economic developers shall maintain in confidence the affairs of any client, colleague or organization and shall not disclose confidential information obtained in the course of professional activities.
7. Professional economic developers shall openly share information with the governing body according to protocols established by that body. Such protocols shall be disclosed to clients and the public.
8. Professional economic developers shall cooperate with peers to the betterment of economic development technique, ability, and practice, and to strive to perfect themselves in their professional abilities through training and educational opportunities.
9. Professional economic developers shall assure that all economic development activities are conducted with equality of opportunity for all segments of the community without regard to race, religion, sex, sexual orientation, ethnic or national origin, political affiliation, disability, age, marital status, or socioeconomic status.
10. Professional economic developers shall abide by the principles established in this code and comply with the rules of professional conduct as promulgated by BCEDA.
11. Professional economic developers and anyone else participating in BCEDA events and programs shall abide by the BCEDA Bullying, Harassment and Sexual Harassment Policy as described in Appendix A of the BCEDA Code of Ethics and Violations Policy Manual.

*I agree to uphold the Professional Code of Ethics as stated above and to comply with BCEDA Certification Policies.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_